

**SENATE FISCAL AGENCY**  
**Job Description**

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**POSITION TITLE:** Associate Director/Bill Analysis Coordinator

**IMMEDIATE SUPERVISOR:** Director

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**SUMMARY:** The Bill Analysis Coordinator is responsible for overseeing all aspects of bill analysis preparation to ensure timeliness, analytical integrity, and overall quality of bill analyses and other documents written by Legislative Analysts. This includes monitoring and evaluating the performance and work products of Legislative Analysts, as well as serving as a liaison between Legislative Analysts and the Director. The Bill Analysis Coordinator also is responsible for editing documents written by other Agency staff, as requested by the Director.

The Bill Analysis Coordinator is to carry out Agency policy as articulated by the Director and contained in Agency rules.

The Bill Analysis Coordinator serves as advisor to the Director. This includes assisting in goal setting, planning, and identifying potential problems within and outside the Agency, particularly in regard to the preparation of bill analyses.

**DUTIES AND RESPONSIBILITIES:**

1. Assign, monitor, and evaluate the responsibilities, work products, and performance of the Legislative Analysts and the Bill Analysis Secretary.
2. Edit all written work products of the Legislative Analysts, including bill analyses and summaries, issue papers, and memoranda.
3. Edit Fiscal Analysts' issue papers, fiscal impact statements, and, upon request, memoranda and other documents.
4. Edit Senate Fiscal Agency documents, such as the Appropriations Report and State Notes.
5. Assign bills to Fiscal Analysts.
6. Coordinate the completion and timeliness of bill analysis documents.
7. Perform the responsibilities of a Legislative Analyst as necessary.
8. Coordinate projects jointly performed by Legislative Analysts and Fiscal Analysts, as requested by the Director.
9. Interview and evaluate the writing assignments of applicants for a Legislative Analyst position, and recommend potential candidates to the Director.
10. Orient and train new Legislative Analysts.
11. Monitor and make recommendations to the Director regarding annual leave requests and travel requests of the Legislative Analysts and the Bill Analysis Secretary.



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12. Perform additional responsibilities assigned by the Director, including serving as Legal Counsel to the Agency if the Bill Analysis Coordinator is an attorney.

**SKILLS AND ABILITIES:**

1. In addition to the skills and abilities of a Legislative Analyst, the Bill Analysis Coordinator must possess strong management, supervisory, and editorial skills.

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Note: This list is not intended to be exhaustive. Responsibilities and duties may change at the discretion of the Director of the Senate Fiscal Agency or his/her designee.